

Date: July 2, 2015

To: Child and Adult Care Food Program (CACFP) Authorized Representatives
(Independent and Sponsoring Organizations of Group Child Care and Outside of
School Hours Centers)

From: Community Nutrition Team

Subject: Effective Immediately: Updated Household Size-Income Statement, Parent Letter,
Household Size-Income Scale, and Guidance Memo 1C; Updated Income Eligibility
Guidelines for July 1, 2015 to June 30, 2016

The *Household Size-Income Statement* form (HSIS), *Parent Letter*, and the *Household Size-Income Scale* have now been updated and posted on the Guidance Memorandum website for child care agencies. http://fns.dpi.wi.gov/fns_centermemos

- **DPI is not mailing hard copies of these documents this year. This email serves as our only notification of these changes. You must download and print these documents.**
- **Please download these updated documents for replacing their outdated versions from last year (those dated 7/14) and share with all pertinent staff.**

Direct Web Links for each document:

- 1) ***Household Size-Income Statement***
 - ❖ PDF version: [PDF Version of Household Size-Income Statement for Group Child Care & Outside of School Hours Centers \(Revision 7/15\)](#)
 - ❖ Word Version: [Word Version of Household Size-Income Statement for Group Child Care & Outside of School Hours Centers \(Revision 7/15\)](#)
- 2) ***Parent Letter***
 - ❖ PDF version: [PDF Version of Parent Letter \(Non-Pricing Programs\) \(Rev. 7/15\)](#)
 - ❖ Word Version: [Word Version of Parent Letter \(Non-Pricing Programs\) \(Rev. 7/15\)](#)
- 3) ***Household Size-Income Scale***
 - ❖ [Household Size-Income Scale \(July 1, 2015 to June 30, 2015\)](#)

Please start using these updated documents effective immediately. The updated income eligibility guidelines took effect July 1st, 2015.

- 4) **Guidance Memorandum 1C is also updated:**
 - ❖ Web Link: [Guidance Memorandum 1C - CACFP Requirements for Household Size-Income Statements and Determining Eligibility \(Rev. 7/15\)](#)

This Guidance Memorandum is now titled *CACFP Requirements for Household Size-Income Statements and Determining Eligibility*. The revised sections are highlighted in yellow. **Please give immediate attention to the yellow highlighted sections within guidance memorandum 1C. The changes take effect immediately.**

→ Your agency is responsible for meeting the requirements that are detailed in the guidance memorandums, including any updated requirements.

→

This guidance memorandum must be reviewed by your agency's staff for instructions on how the HSIS and Parent Letter must be distributed to families, what information must be provided on the HSIS in order for them to be complete for your approval, and how your agency must determine and approve them.

Webcasts:

Webcast trainings are available for viewing at: http://fns.dpi.wi.gov/fns_cntwebcasts

❖ The two webcasts pertaining to CACFP eligibility determinations for children are titled:

- 1) *Household Size-Income Statements* (16 minutes)
- 2) *Household Size-Income Record* (12 minutes)

These webcasts coincide with the instructions and requirements detailed in Guidance Memorandum 1C by clearly presenting this information in visual form with examples. They are intended to be viewed by new and current staff who are responsible for distributing, collecting, and determining HSIS as well as for completing the Household Size-Income Record on a monthly basis.

If you have any questions, please contact your assigned consultant; a regional map with the assigned consultants is found at http://fns.dpi.wi.gov/fns_cacfpmap.

Thank you,

Community Nutrition Team

Wisconsin Department of Public Instruction

Click below to learn more about the Community Nutrition Team:

